



## Health and Safety Risk Assessment – Re-opening School – COVID-19

<b>Site</b>	<b>Gordon's School</b>	<b>Location</b>	<b>Whole School</b>		
<b>Subject of Assessment</b>	Re-opening school to all students in September 2020 – COVID-19				
<b>Assessed by</b>	<b>Rob Pavis, Julie Unsworth &amp; Tony Bryan</b>	<b>Date</b>	27 <sup>th</sup> August 2020	<b>Review date</b>	<b>Weekly</b>
<b>Details of workplace/activity</b>	Students and staff partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), first aid and external visitors to the school.			<b>Persons Affected</b> (Who may be harmed)	
				Students, Staff, Contractors and Visitors.	

<b>Hazards and Risks</b>		<b>Existing Control Measures</b>	<b>Risk Level</b> (Very High, High, Medium, Low)	<b>Further Actions</b> √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.	<ul style="list-style-type: none"> <li>The school has informed parents, students, carers, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li> </ul>	Medium	X



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"><li>• Parents will be issued with specific COVID-19 school behaviour protocols for school attendance for them to explain to their children and sign up to;</li><li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li><li>• Staff will be briefed and consulted on school procedures and the plans for re-entry of students;</li><li>• Staff will have had sufficient training and briefing regarding infection control and school procedures;</li><li>• Staff will be kept up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li><li>• In relation to mental health and stress support organisations, details are available to staff including confidential staff help lines and information that can be provided to students;</li><li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing;</li><li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li><li>• Hazard reporting mechanisms are in place and easily accessible;</li></ul>		



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable, and managed arrival and departure times) are taking place;</li> <li>• Additional training will take place during Inset days;</li> <li>• Parents have been informed of the general arrangements being made and what is expected of them;</li> <li>• Whenever possible, meetings will take place remotely via videoconferencing or phone, face to face meetings will only happen when essential and where arrangements can be made for social distancing guidelines to be met;</li> <li>• Risk assessments will be carried out and discussed with people deemed vulnerable and reasonable adjustments made as far as reasonably practical following the <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>;</li> <li>• When possible and practical staff may be permitted to work from home;</li> <li>• Specific risk assessments for new and expectant mothers will be completed;</li> <li>• Staff that travel abroad during the summer holiday to countries that are not on the <a href="#">Coronavirus (COVID-19): travel corridor list</a> will self-isolate for 14 days before they are due to return to work in the autumn term.</li> </ul>		
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>• Drop off / entry to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Drop-off points and timings for each group have been identified, this information has been cascaded to parents;</li> <li>• Students who are dropped off can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> </ul>	Medium	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Entrance doors are held open where possible, reducing the number of occupants touching the doors;</li> <li>Sanitising stations are located at the entrance to each building. All occupants are required to clean their hands (soap/water or hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>Students will not be permitted to gather with students outside of their group at the start and end of the day;</li> <li>Students and staff who wear masks to school have been informed how to remove them correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.</li> </ul>		
3.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	<ul style="list-style-type: none"> <li>Collection points and timings for each group have been identified, this information has been cascaded to parents;</li> <li>Students who are picked up can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Exit doors are held open where possible, reducing the number of occupants touching the doors;</li> <li>Students are reminded to wash/sanitise hands as they leave the school building;</li> <li>Sanitiser stations are located at the exits from each building and/or classroom;</li> <li>Good hand washing signage to instruct students how to do this effectively;</li> </ul>	Medium	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads or recreational areas.</li> </ul>		
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>	<p><b>There will be no large gatherings such as assemblies with more than one group/bubble.</b></p> <ul style="list-style-type: none"> <li>Classroom sizes are restricted to the normal class (approximately 30 students), plus 1 teacher and LSA if required (specific needs of class);</li> <li>Classrooms have been organised to achieve 2m distance between teacher and student desks/chairs;</li> <li>Students will move class groups and classrooms for specific subjects but will remain in their year group bubble at all times;</li> <li>Interaction between year groups will be prevented as far as possible;</li> <li>Classrooms are arranged so that students sit side by side facing forward except in certain practical subjects where extra space is available and groups are smaller;</li> <li>Unnecessary classroom furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>Students have allocated resources such as pens that are assigned to them;</li> <li>Students will be allowed to carry bags to/between lessons so that they can carry all the personal resources they require;</li> <li>Classroom based resources are only shared within the same year group;</li> </ul>	Medium	X



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		<ul style="list-style-type: none"> <li>• These resources and classroom tables are cleaned between year groups by classroom staff;</li> <li>• Resources shared between bubbles, such as sports, art, DT and science equipment are cleaned meticulously between use;</li> <li>• If cleaning of shared resources is not possible between year groups then they will be rotated to allow them to be left for 72 hours;</li> <li>• Students and staff use hand sanitiser on entry to the classroom;</li> <li>• The number of teachers (and other staff) that mix with a class is restricted to as few as possible;</li> <li>• All spaces are well ventilated using natural ventilation (open windows/doors) or ventilation units;</li> <li>• Sanitising wipes, cleaning materials and tissues will be available in all classrooms;</li> <li>• Heads of Departments are proactive in managing the risks in their areas of responsibility, risk assessments are completed and reviewed and their teams;</li> <li>• Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, the updated school behaviour policy will be implemented.</li> </ul>		
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be 2 areas for student dining (Dining Hall and Rec) and there will be separate sittings for each year group;</li> <li>• The dining area will be cleaned between each year group sitting;</li> <li>• There will be a separate staff dining area in the Dining Hall which will allow social distancing from students and staff;</li> <li>• Students and staff will have separate entrance/exits;</li> </ul>	Medium	X



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> <li>• Staff will have to queue outside to wait for a space to be available and cleaned, or collect a sandwich and return to their classroom/office;</li> <li>• Students will return to their Houses before dining and will be advised to wash/sanitise hands before and after eating lunch.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the school will be reduced where possible;</li> <li>• External doors/fire exits will be used to reduce student contact within buildings, effectively creating corridors in the open air;</li> <li>• All spaces are well ventilated using natural ventilation (opening windows/doors) or ventilation units;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible;</li> <li>• Students will be asked to move within their groups and keep separate from other groups;</li> <li>• Where there are 'pinch points' and likely gatherings of students waiting for lessons (e.g. outside Egypt), areas will be demarcated for year group arrivals.</li> </ul> <p><b>Break-times:</b></p> <ul style="list-style-type: none"> <li>• Students will either be gathered as year groups in their Houses, or outside and be told not to mix with other year groups;</li> <li>• Contact sports are not permitted;</li> <li>• Roving staff will monitor break times.</li> </ul>		



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Sanitisers are located in each classroom and/or on entry to each building;</li> <li>• Hand washing sinks are located within each toilet area;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Students and staff have been shown how to wash hands properly;</li> <li>• Help is available for students who need assistance cleaning their hands independently;</li> <li>• Hand washing/sanitising is recommended frequently and required at the following times:               <ul style="list-style-type: none"> <li>➤ Entry and exit from the school;</li> <li>➤ After using the toilet;</li> <li>➤ Before and after eating;</li> <li>➤ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Staff will remind students to use tissues and bin them once used. Tissues will be available in all classrooms. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>• Students and staff will be reminded to 'catch it, bin it, kill it';</li> <li>• Toilets and wash stations have single use paper towels for drying hands.</li> </ul>	Medium	X





Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning regimes. This includes:               <ul style="list-style-type: none"> <li>➤ More frequent cleaning of classrooms, toilets, common areas and dining areas;</li> <li>➤ Frequent cleaning of all regularly touched surfaces such as door handles, handrails, table tops;</li> </ul> </li> <li>Classrooms will be cleaned at lunch breaks and after school in addition to the desk wipe downs between year groups;</li> <li>Toilets will be cleaned in the morning, after break, after lunch and at the end of each day;</li> <li>All school areas will be cleaned once a day;</li> <li>Any equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a room), the room will be deep cleaned as per the guidance set out in <a href="#">COVID-19: cleaning in non-healthcare settings</a>.</li> </ul>	Medium	X
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school staff.	<ul style="list-style-type: none"> <li>Staff are required to conform with social distancing requirements at all times;</li> <li>School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>Staff will be expected not to enter office areas where space is limited but to wait at the entrance and assess with the occupants whether meeting is appropriate or other arrangements need to made;</li> </ul>	Medium	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>The staffroom will be set up as a work area only, soft furnishing will be removed and maximum occupancy shown on the entrances;</li> <li>Staff are encouraged to limit the time they spend eating when in the Dining Hall and to keep suitable distance from one another;</li> <li>Students will practice social distancing from staff and as described in additional points of this assessment;</li> <li>Staff will be provided with and wear PPE if/when required in accordance with government guidance.</li> </ul>		
9.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> <li>Parents;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>Parents are permitted to enter the main school site for drop off/pickup but must not enter school buildings;</li> <li>Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>If parents need to drop off items for students, they should be left at the school main entrance for staff to collect;</li> <li>For those who have to enter the school reception, the 'service window' will remain closed to reduce the risk to school staff;</li> <li>Visitors will only be permitted into the school if they have an appointment;</li> <li>Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>The school contact is required to attend reception in good time to meet their visitor;</li> <li>Meetings with visitors will be via video conference or phone where possible;</li> <li>If not possible social distancing measures will be adhered to at all times;</li> </ul>	Medium	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>• Face to face meetings in small room or within 2m are not permitted;</li> <li>• Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Delivered items will be left outside of the school building for staff to collect.</li> </ul>		
10.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>• Students will use their allocated toilets only;</li> <li>• Staffroom and Chatham toilets will be available for staff;</li> <li>• Warning signs will be displayed on toilets to advise only one person is in a toilet area at a time;</li> <li>• Toilets will be checked throughout the day and will be cleaned in the morning, after break, after lunch and at the end of each day.</li> </ul>	Medium	X
11.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times.</li> </ul>	Medium	X
12.	Lack of suitable premises management including; <ul style="list-style-type: none"> <li>• Security</li> <li>• CCTV</li> <li>• Access control</li> </ul>	<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are partially open;</li> <li>• The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> </ul>	Medium	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence.</li> </ul>		
13.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitiser is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Low	X
14.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed:               <ul style="list-style-type: none"> <li>➤ All normal fire evacuation routes for each building remain the same;</li> <li>➤ Safe exit via the nearest final exit;</li> <li>➤ Normal fire evacuation procedures have been checked and apply;</li> <li>➤ There are enough trained fire wardens on site with the ability to sweep affected areas of the school.</li> </ul> </li> </ul>	Low	X



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>All other fire system testing and maintenance has continued as normal.</li> </ul>		
15.	Safeguarding policy and procedures not updated and / or staff and students not feeling safe including; DSL and ADSL not easily contacted and their contact information not known	<ul style="list-style-type: none"> <li>Policy and procedures have been updated to reflect COVID-19</li> <li>Updated policy has been communicated to staff and students</li> <li>DSL and ADSL are easily contactable.</li> </ul>	Low	X
16.	Transmission of COVID-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>The Head of Catering has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>;</li> <li>The Head of Catering has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a>;</li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus.</li> </ul>	Medium	X
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term;</li> <li>A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits.</li> </ul>	Low	X
18.	<p><b>Management of Residential Boarders</b></p> <p>Students in residential boarding are at risk of coming into contact with COVID-19, living in an enlarged household.</p>	<ul style="list-style-type: none"> <li>Individual risk assessments have been carried out by each Residential House following the guidance set out in <a href="#">COVID-19: guidance on isolation for residential educational settings</a>.</li> </ul>	Medium	Daily review of procedures and practices by SLT



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
19.	<p><b>Co-curricular activities</b></p> <p>Spread/contraction of COVID-19 during co-curricular activities</p>	<ul style="list-style-type: none"> <li>Individual risk assessments have been carried out for each activity in line with government guidelines for the re-opening of schools.</li> </ul>	Medium	X
19.	<p><b>Medical Care of Students</b></p> <p>Staff and students are at risk of infection in the safe delivery of medical support and when medical intervention is necessary</p>	<p>Follow PHE guidance regarding the at risk students/families /staff returning to the school environment.</p> <p>Protocols are in place for staff administering care to students with Covid Symptoms and staff administering First Aid to students with non-covid symptoms; ie; twisted ankle.</p> <p><b>Residential Boarders;</b> If a Residential student develops symptoms of coronavirus (COVID-19):</p> <ul style="list-style-type: none"> <li>a test will be booked immediately to confirm whether the student has coronavirus (COVID-19)</li> <li>The <a href="#">isolation guidance for residential settings</a> will be followed</li> <li>The student will be isolated in the Medical Centre. Parents or guardians will be asked to collect the student within 48 hours</li> <li>All other students living in the 'household' should also self-isolate in line with <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>Staff can continue to enter and leave the home as required, however, consistent staff rotas should be used where possible and staff should follow good infection prevention control</li> </ul>	Medium	X



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> <li>• Staff should wear PPE for activities requiring close contact with the symptomatic student</li> <li>• Staff should adhere to distancing guidelines as far as they are able to but should take account of children’s emotional needs</li> </ul> <p>If a student with symptoms gets a positive test result:</p> <ul style="list-style-type: none"> <li>• They and their household will need to continue to self-isolate</li> <li>• School will contact our local <a href="#">PHE health protection team</a> immediately and follow their advice regarding testing and isolating household members and close contacts</li> <li>• Staff should wear PPE for activities requiring close contact with the symptomatic student</li> <li>• If a student who has been in close contact with someone who has tested positive for coronavirus (COVID-19) is self-isolating within the Boarding House, no additional PPE is required to be worn by staff caring for that student unless the student themselves develops symptoms and close contact is necessary.</li> </ul> <p>If a student gets a negative test result, they and their household contacts can end their self-isolation provided;</p> <ul style="list-style-type: none"> <li>• the student feels well</li> <li>• no household or support bubble members with symptoms has a positive result</li> <li>• the Student has not been told to self-isolate for 14 days by the NHS Test and Trace system.</li> </ul>		



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<p><b>Day Boarders;</b> If anyone becomes unwell with a new, continuous cough, a high temperature or change or loss in their sense of taste or smell they must be sent home and advised to follow the staying at home guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to their House office where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital'</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough, a high temperature or change or loss in their sense of taste or smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		





**ACTION PLAN**  
**(Additional Control Measures Required/Recommended Actions)**

<b>Hazards and Risks</b>		<b>Recommended Actions</b>

***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*